

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 7, 1994

ALL-COUNTY LETTER NO. 94-57

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: SEVENTH ANNUAL STATISTICAL REPORT FOR THE  
INDEPENDENT LIVING PROGRAM

REFERENCE: ALL COUNTY LETTER NO. 93-51

The purpose of this letter is to provide you with reporting instructions for the seventh annual statistical report on the Independent Living Program (ILP). The report period is for Federal Fiscal Year (FFY) 1994 which began on October 1, 1993 and ends September 30, 1994.

The format for this year's report is essentially the same as last year. The required information pertaining to client characteristics will be submitted on forms SOC 405 and SOC 405A, as before. The form SOC 405 requests identifying information such as case number, case name and birth date of each youth in the Foster Care Information System (FCIS) who was offered ILP services. The SOC 405A requests data concerning the number of youths served, program outcomes and additional client characteristics not available through the FCIS. Please note that the form has been revised to collect additional items of information. Item 23 requests the number of youths who have received ILP services for transitional housing placement services and Item 24 is requesting the number of youths who requested and were denied ILP services for transitional housing placement services.

In addition to submitting the SOC 405 and SOC 405A, each county is required to submit a narrative description of the ILP activities conducted and services provided. We would also appreciate personal success stories, newspaper articles about your program, or any positive stories about youth in your program going on to higher education or trade schools. This information is critical to the Department of Social Services in order to complete the federal report, as well as to acknowledge and highlight the positive outcomes of youth as a direct result of

All County Welfare Directors  
Page 2

their participation in ILP. The narrative should include, but not be limited to, the following: a brief program description and current status if there have been any program modifications or changes from previous years, and an account of any coordinating activities undertaken by the county with other community agencies to achieve the purpose of the Independent Living Program.

Please submit these reports no later than October 28, 1994 to:

Department of Social Services  
Statistical Services Bureau  
744 P Street MS 12-81  
Sacramento, CA 95814

If you have any questions concerning the reporting instructions please contact Veronica Zepeda of the Statistical Bureau at (916) 653-4410.



JARVIO A. GREVIOUS  
Deputy Director  
Administration Division

Enclosures

c: CWDA

**INDEPENDENT LIVING PROGRAM (ILP)****Report of Individual Youths Served**

Please staple in upper left if more than one page.

Sender's Name

County Code

Enter the FCIS number, name and birthdate of each youth to whom services were offered during the year.

The FCIS number is printed in Item B1 of the Form SOC 158 turnaround document.

Enter all children counted in #1 of Form SOC 405A.

	<u>FCIS Number</u>	<u>Child's Last Name</u>	<u>First Name</u>	<u>Birthdate</u> MM DD YY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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10.				
11.				
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16.				
17.				
18.				
19.				
20.				

**INDEPENDENT LIVING PROGRAM (ILP)**

Annual Statistical Report

Federal Fiscal Year 1994

(October 1, 1993 through September 30, 1994)

County

County Code

**PART A: YOUTHS SERVED AND CLIENT CHARACTERISTICS**

1. Youths to whom ILP services were offered during the year (must equal number of names on SOC 405).....		1
2. Youths who received ILP services during the year (sum of a and b below).....		2
a. Youths who are single.....	2a	
b. Youths who are married.....	2b	
3. Youths who received ILP services and are parents.....		3
a. Youths who are teen fathers.....	3a	
b. Youths who are teen mothers.....	3b	
4. Youths who received ILP services and have special needs (educational, mental and/or physical).....		4
5. Youths who received ILP services and are no longer in Foster Care (age 18-21).....		5
6. Youths who received ILP services during the six month period following exit from foster care.....		6
7. Youths in Probation Department who received ILP services.....		7
8. Youths in County Welfare Department who received ILP services.....		8

**PART B: PROGRAM OUTCOME/CLIENT PROGRESS**

9. Youths who completed ILP services or a component of services.....		9
10. Youths who are continuing to receive ILP services.....		10
11. Youths who completed high school/GED or adult education.....		11
12. Youths continuing and/or currently enrolled in high school/GED or adult education.....		12
13. Youths who have completed vocational or on-the-job training.....		13
14. Youths continuing and/or currently enrolled in vocational education or on-the-job training.....		14
15. Youths enrolled in college (sum of a and b below).....		15
a. Community college .....	15a	
b. Four-year University .....	15b	
16. Youths who obtained employment (sum of a and b below).....		16
a. Youths who obtained full-time employment.....	16a	
b. Youths who obtained part-time employment.....	16b	
17. Youths enlisted in military or Job Corps .....		17
18. Youths actively seeking employment.....		18
19. Youths determined unemployable, SSI eligible, or other similar special category.....		19
20. Youths who are living independently of agency maintenance programs.....		20
21. Youths who obtained subsidized housing .....		21
22. Youths who transitioned into other government assisted services.....		22
23. Youths who received transitional housing placement services.....		23
24. Youths who requested and were denied transitional housing placement services.....		24
25. Youths for whom no information could be obtained.....		25

Person to contact

Telephone number

Date

INDEPENDENT LIVING PROGRAM ANNUAL STATISTICAL REPORT  
FORM SOC 405A

**CONTENT:**

The Independent Living Program (ILP) Annual Statistical Report, Form SOC 405A (7/94), records information concerning the number of ILP youths served, program outcome, and certain client characteristics currently not available in the Foster Care Information System (FCIS). The report period is Federal Fiscal Year (FFY) 1994, beginning October 1, 1993 through September 30, 1994.

**PURPOSE:** The purpose of the report is to meet the reporting requirements specified by the U. S. Department of Health and Human Services in Public Law 100-647.

**DUE DATE:** The report for Federal Fiscal Year 1994 is due in Sacramento on or before October 28 1994.

**SUBMITTAL:** Send in the completed SOC 405A to:

Department of Social Services  
Statistical Services Bureau  
744 P Street M S 12-81  
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact Statistical Services at (916) 653-8730.

**ITEM INSTRUCTIONS:**

**PART A. YOUTHS SERVED AND CLIENT CHARACTERISTICS (for Federal Fiscal Year)**

All foster youths age 16 and older to whom ILP services have been offered must be counted in the ILP Statistical Report, Form SOC 405A.

- Item 1 - Youths to whom ILP services were offered during the year. Report the number of youths to whom a component of ILP services were offered by the county during the year, include in this item those youths who had been determined by the county to be eligible for services but who declined services when offered. A mass mailing of general information to perspective participants is not considered services offered. **The number stated in this line item must be the same as the total number of names submitted on the SOC 405. (The SOC 405 requests the names, foster care information numbers, and birthdates of each youth in ILP).**
- Item 2 - Youths who received ILP services during the year. Report the number of youths who participated in ILP services provided by the county during the year. Count each youth only once for the year, regardless of the number of services that he/she received. Youths who were placed in your county (out-of-county placements) for ILP services may be included in this count. Both the sending county and the receiving county may count the same individual in their respective reports if the counties provided either an ILP service or conducted a needs assessment.
- Item 2a - Youths who are single. - of the total number of youths who received ILP services reported in Item 2 above, enter the number of youths who are single.
- Item 2b - Youths who are married. - of the total number of youths who received ILP services reported in Item 2 above, enter the number of youths who are married.
- Item 3 - Youths who received ILP services and are parents. - Report the number of youths who are parents.
- Item 3a - Youths who are teen fathers. - of the total number of youths who received ILP services reported in Item 3 above, enter the number of youths who are teen fathers.
- Item 3b - Youths who are teen mothers. - of the total number of youths who received ILP services reported in item 3 above, enter the number of youths who are teen mothers.
- Item 4 - Youths who received ILP services and have special needs (educational, mental, and/or physical). - Report the number of youths who have special needs which are educational, medical, mental, and/or physical in nature that impact or create significant impediment toward transitional planning, as compared to other youths eligible for ILP services.
- Item 5 - Youths who received ILP services and are no longer in Foster Care (ages 18-21). - Report the total number of youths age 18-21 who received ILP services during the year.
- Item 6 - Youths who received ILP services during the six month period following exit from foster care. - Of those youths reported in Item 2 above, report the number of youths that received services during the six month period following exit from the foster care system. Exit is defined as the point in time when a youth becomes ineligible for foster care or when he/she is emancipated. This category includes those youths who have returned home and are in the Family Maintenance Program and/or those youths who Family Reunification service plans have been successful in that they were returned home and their Child Welfare Services cases closed.
- Item 7 - Youths in Probation Department who received ILP services. - Report the number of youths who received ILP services that are Probation Department youths.
- Item 8 - Youths in County Welfare Department who received ILP services. - Report the number of youths who received ILP services that are County Welfare Department youths.

**PART B. PROGRAM OUTCOME/CLIENT PROGRESS (clients identified as of June 10, 1994 for follow-up September 1994).**

This part provides information concerning program outcome and client progress. ILP results are measured by the status of participant achievement 90 days after completion of all services to be provided, or after completion of a component of services which can lead to a measurable program outcome. The county having jurisdiction for the youth is responsible for identifying and reporting the program outcome/client progress on the Form SOC 405A.

The youths for whom program outcome/client progress is to be reported are those youths who have completed all ILP services or a component of services by June 10, 1994. To facilitate meeting the reporting requirements stated herein, we recommend that you identify this population on June 10, 1994 or shortly thereafter. This is the population for whom a 90 day follow-up/progress report will be completed (results achieved 90 days after participants completed the Program). The 90 day follow-up or program outcome or client contact to ascertain program outcome/client progress should be made between September 12 and September 30, 1994. An individual may have more than one program outcome or client progress report. Report all applicable program outcome/client progress.

- Item 9 - Youths who completed ILP services or a component of services. - Report the total number of youths who completed ILP services or a component of services as of June 10, 1994.

OF THE TOTAL NUMBER OF YOUTHS SPECIFIED IN ITEM 9 ABOVE, REPORT THE INFORMATION REQUESTED IN ITEMS 10- 25 BELOW.

- Item 10 - Youths who are continuing to receive ILP services. - Report services such as vocational training, scholarships, ILP workshops, etc.
- Item 11 - Youths who completed high school/GED or adult education. - Report the number of youths who completed high school/GED or adult education during the year.
- Item 12 - Youths continuing and/or currently enrolled in high school/GED or adult education. - Report the number of youths who are continuing and/or currently enrolled in high school/GED or adult education.
- Item 13 - Youths who completed vocational or on-the-job training. - Report the number of youths who completed educational or on-the-job training.
- Item 14 - Youths continuing and/or currently enrolled in vocational education or on-the-job training. - Report the number of youths who are continuing and/or currently enrolled in vocational education or on-the-job training.
- Item 15 - Youths enrolled in college. - Report the number of youths enrolled in college.
- Item 15a - Youths in community college. - Of the total number of youths reported in item 15 above, enter the number of youths enrolled in community college.
- Item 15b - Youths in four-year university. - Of the total number of youths reported in item 15 above, enter the number of youths enrolled in four-year university.
- Item 16 - Youths who obtained employment. - Report the number of youths who obtained either full-time or part-time employment. Provide the breakout of full-time and part-time employment in items 16a and 16b.
- Item 17 - Youths enlisted in military or Job Corps. - Report those who are military or Job Corps enlistees.
- Item 18 - Youths actively seeking employment. - Report the number of youths who are actively seeking employment.
- Item 19 - Youths determined unemployable, SSI eligible, or other similar special category. - Report the number of youths determined unemployable, SSI eligible, or other similar category.
- Item 20 - Youths who are living independently of agency maintenance program. - (i.e. Aid to Families with Dependent Children, General Assistance, Food Stamps, etc.) - Report the total number of youths who are living independently of agency maintenance programs and are self sufficient.
- Item 21 - Youths who obtained subsidized housing. - Report the number of youths who obtained subsidized housing such as Homeless youth Program, Psychiatric/treatment facility.
- Item 22 - Youths who transitioned into other government assisted services. - Report the number of youths who transitioned into other government assisted services.
- Item 23 - Youths who received transitional housing placement services. - Report the number of youths who lived in a supervised, transitional housing placement program.
- Item 24 - Youths who requested and were denied transitional housing placement services. - Report the number of youths who would have lived in a supervised, transitional housing placement program if it were available.
- Item 25 - Youths for whom no information could be obtained. - Report the number of youths for whom no information could be obtained or whose whereabouts are unknown.